

UTILITIES (WWTP) COMMITTEE MEETING MINUTES
TUESDAY, APRIL 5, 2016
SISTER BAY FIRE STATION - 2258 MILL ROAD

The April 5, 2016 meeting of the Utilities (WWTP) Committee and the Water, Sewer Collection and Storm Sewer Committee was called to order by Committee Chair Patrick Duffy at 7:34 A.M.

Present: Committee Chair Pat Duffy, and Members Scott Baker, Kathy Enquist, and Peter Sauer.

Staff Members: Utility Manager Steve Jacobson, Utility Supervisor Mike Schell, and Assistant Administrator Janal Suppanz

Excused: Hugh Mulliken, Bud Kalms and Village Administrator Zeke Jackson

Others: Terry Stebor of Robert E. Lee & Associates

A motion was made by Baker, seconded by Enquist that the April 5, 2016 meeting of the Water, Sewer Collection and Storm Sewer Committee be recessed until such time as the meeting of the Utilities (WWTP) Committee has been adjourned. Motion carried – All ayes.

Approval of the Agenda:

A motion was made by Duffy, seconded by Enquist, to approve the Agenda for the April 5, 2016 meeting of the Utilities (WWTP) Committee as presented. Motion carried – all Ayes.

Approval of the February 17, 2016 meeting minutes:

A motion was made by Baker, seconded by Sauer, to approve the minutes for the February 17, 2016 meeting of the Utilities (WWTP) Committee as corrected. Motion carried – all Ayes.

Comments and Correspondence

Duffy noted that no correspondence had been received. He then asked if anyone wished to address a non-agenda item. No one responded.

Discussion Items

1. Administrative Related:

a. Review of bids which have been received for the Grit Removal System Repair/Replacement Project; Consider a motion for action if necessary:

Terry Stebor of Robert E. Lee & Associates explained the work which will be done on the Grit Removal System Repair/Replacement Project. Four bids were received for the project, and August Winters & Sons of Appleton, WI was the low bidder. Stebor is recommending that Winters & Sons bid in the amount of \$185,600 be accepted. Time is of the essence, and, therefore, Schell requested that the Village Board address this issue ASAP.

A motion was made by Baker, seconded by Enquist that the Utilities (WWTP) Committee recommends that the Village Board accept the bid which was submitted by August Winters and Sons of Appleton, WI in the amount of \$185,600 for the Grit Removal System Repair/Replacement Project. Motion carried – All ayes.

1 **b. Discussion regarding staffing**

2 Martha Baker has resigned from her position as the Utility Clerk. For now the clerk's duties will
3 be handled by the staff members in the Administration Office.

4
5 Dave Alberts has been hired as the new Utility Supervisor and will start on April 18, 2016.

6
7 Duffy noted that Jacobson will be retiring soon, and he and the other Committee members
8 publicly thanked Jacobson for his many years of service to the Village and the Liberty Grove
9 Utility District.

10
11 **c. Update on the status of water pressure issues in the Liberty Grove Utility District**

12 Stebor explained that the engineers from Robert E. Lee & Associates are evaluating the water
13 pressures in the Liberty Grove Utility District. Applicable data will be presented as soon as it is
14 available.

15
16 **d. Replacement Fund Activity Report**

17 A copy of the Replacement Fund Activity Report as well as a quarterly Revenues With
18 Comparison To Budget Report pertaining to Wastewater was included in the meeting packets,
19 and the Committee members jointly reviewed those documents.

20
21 **2. Plant Related**

22 **a. Capacities Report**

23 A Capacities Report was included in the meeting packets, and Schell explained all the data that
24 report contains.

25
26 **3. Matters to be placed on a future agenda or referred to a Committee, Official, or Employee:**

27 The next meeting of the Utilities (WWTP) Committee was scheduled for Tuesday, May 17, 2016
28 at 7:30 A.M. The following item will be addressed at that meeting:

- 29
 - Review of the CMAR Report
 - Review of the Annual Consumer Confidence Report

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31
32 **Adjournment:**

33 *At 8:10 A.M. a motion was made by Baker, seconded by Duffy that the April 5, 2016 meeting of the*
34 *Utilities (WWTP) Committee be adjourned. Motion carried – all Ayes.*

35
36 Respectfully submitted,

37 

38 Janal Suppanz, Assistant Administrator